1.36	Telecommuting Agreements		Page 1 of 1
Issue date: 5/13		Revision date:	Division Staff
Form(s):			

I. **Directive Purpose:**

This directive not intended to exceed the scope of the Telecommuting Policy set forth by the Department of Human Services, Reference 06-01. This directive is intended to provide more specific guidelines regarding Telecommuting Agreements as they are used and approved within the Division of Services for People with Disabilities, so as to ensure equal and fair treatment among employees regarding work standards and reimbursement within the Division.

II. **Definition:**

Telecommuting is as defined in the Department of Human Services Telecommuting Policy, Reference 06-01. It is regular work at an employee's home or other locations identified in the telecommunication agreement signed by the employee and employee's supervisor.

III. **Policy:**

    A. This directive shall conform to the basic policy set forth by the Department of Human Services Telecommuting Policy, Reference 06-01.

    B. In addition to the Department of Human Services Telecommuting Policy, Telecommuting Agreements approved for employees of the Division of Services for People with Disabilities shall conform to the standards set forth in this directive.

    C. Telecommuting shall not be approved for the first or last day of an employee's work week.

    D. Employees who telecommute will not be allowed to exceed two (2) work days per week or 50% of their work time at a secondary work site.

    E. The Division, generally, will not reimburse costs which arise as a result of telecommuting. This is to ensure equal treatment for all DSPD employees regardless of the employee's work group.

        1. In some circumstances, the Division may consider reimbursement for some costs when it is demonstrated that the telecommuting agreement represents a measureable benefit to the Division.

        2. The Division will only reimburse reasonable costs.

        3. All costs, which the Division employee wishes to have reimbursed, must be approved by the Division Director.